

PEARL RIVER COMMUNITY COLLEGE

Inventory Control Form

Signature:		Date:	
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(Signature of Receiving Custodian for Transfers or Current Custodian for Deletions)

Please use this form when making **TRANSFERS** or **DELETIONS** of PRCC inventory.

(Use as many forms as necessary.)

To:	Building:			Department:	
	Room/Office:			Receiving Custodian:	
	Dept. Head:			Campus:	

From:	Building:			Department:	
	Room/Office:			Sending Custodian:	
	Dept. Head:			Campus:	

Manufacturer's Description:			PRCC Inventory Tag Number:	
Serial Number:				

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Serial Number:				

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Serial Number:				

Manufacturer's Description:			PRCC Inventory Tag Number:	
Serial Number:				

This form should be completed by the person in possession of the equipment. Inventory tags for deleted equipment should be attached to this form.

Upon completion of this form, please forward to the Inventory Control Clerk in the Business Office.